

Non-Base Pay Options

(Excludes the Exceptional Recruitment and Retention Incentive Options)

03-01-01

Program / Practices	Guidelines	Type of Reward	Relation to Pay Practices
Employee Recognition	Lump sum payment up to \$1,000 per fiscal year and up to 5 days leave per leave year for:	Monetary , Non-Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy # 1.20
Service Award	Rewards given to recognize an employee for length of state service in 5-year increments.	Non-Monetary	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.10
Employee Suggestions	Lump sum payment or leave capped by the percentage savings generated.	Monetary and Leave	Independent of and in addition to other pay practices. Covered by DHRM Policy #1.21
In-Band Bonuses	Lump sum payment up to 10% of base salary per fiscal year <u>in lieu of base pay adjustment for:</u>	Monetary (Bonus amount applied towards 10% In-Band Adjustment cap per fiscal year)	Substitutes for In-Band Adjustments (base pay changes) Covered by DHRM Policy #3.05.

*Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment. No In-Band Bonuses allowed for employees at the top of the pay band.

All salary actions require the consideration of the following pay factors:

– Agency Business Need	– Work Experience & Education	– Internal Salary Alignment	– Total Compensation
– Duties & Responsibilities	– Knowledge, Skills, Abilities, & Competencies	– Market Availability	– Budget Implications
– Performance	– Training, Certification, & Licence	– Long Term Impact	– Current Salary